

DRILLBIT PRO - USER GUIDE

Login to your account using the link in your welcome email.

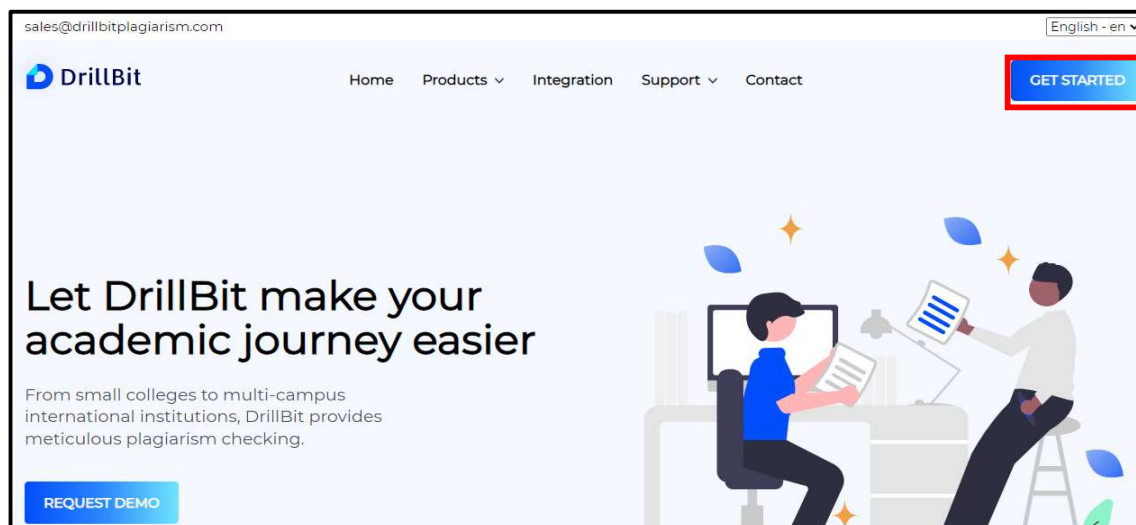
If you have received a welcome email from DrillBit, it means that the DrillBit administrator is allowing you to start creating folders, upload files, view reports.

If an administrator has added you as a user, but you have not received a welcome email from DrillBit, please check your spam or junk folder. Alternatively, contact your administrator to check that your account has been created successfully.

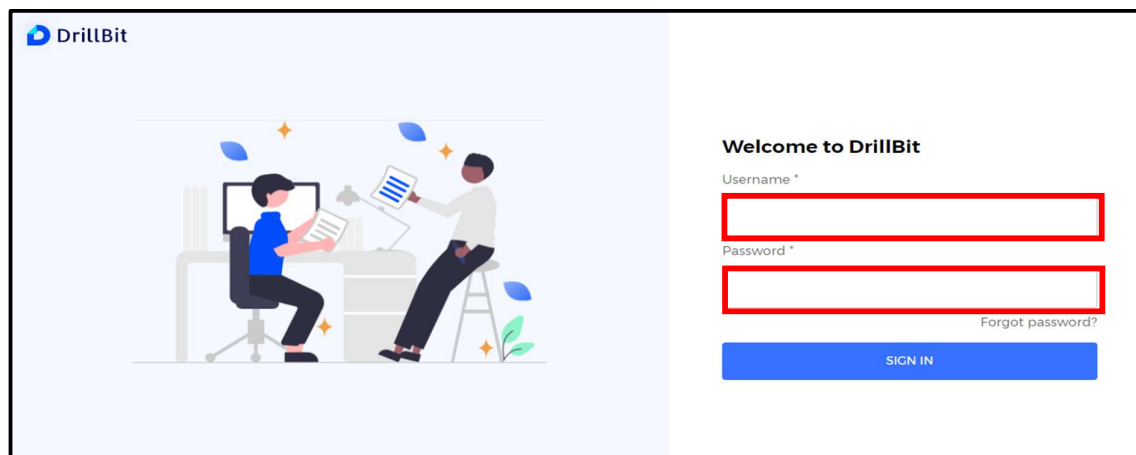
How to login to a DrillBit Account?

1. Go to <https://www.drillbitplagiarism.com> or click on the link provided through the welcome email.

2. At the top right, click on the "Get Started" button



3. Enter the username and password and click on the Log In button.



User Dashboard

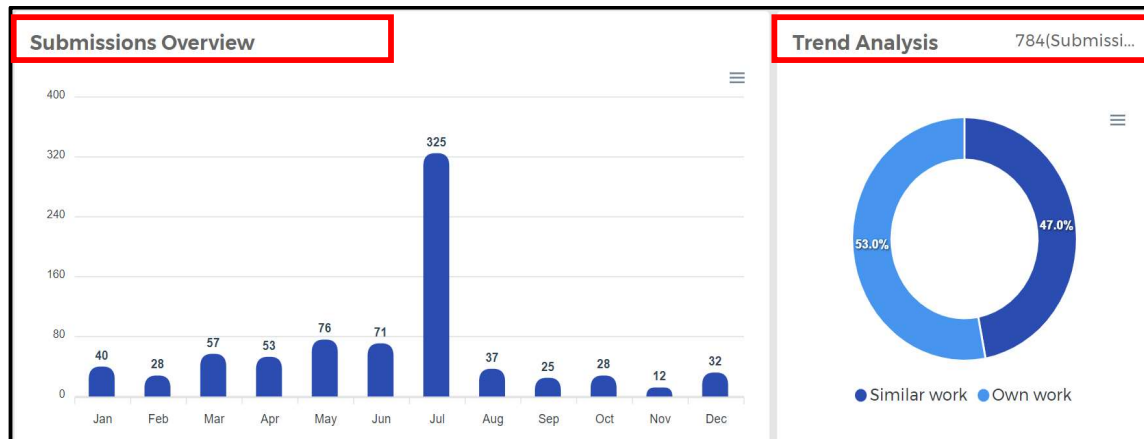
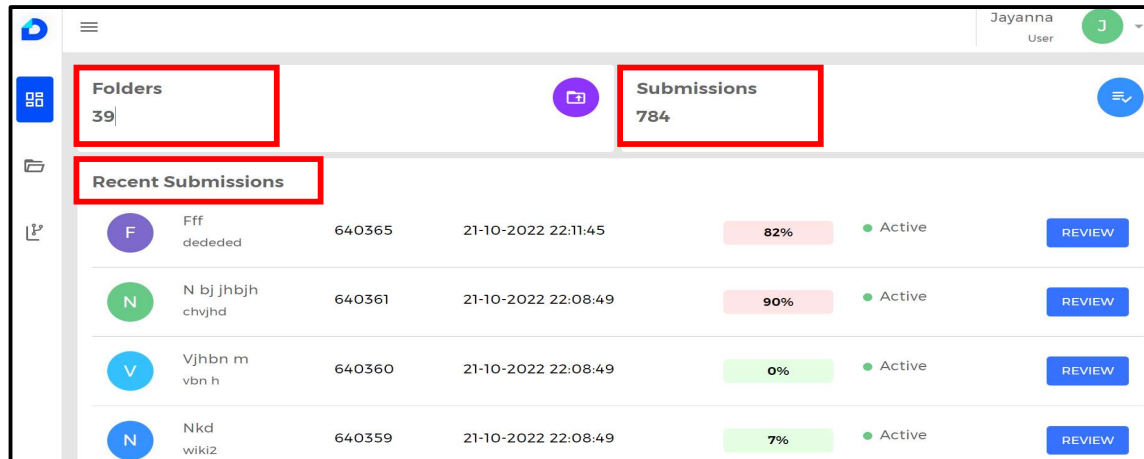
My folders: Total folders created under the user account

Submissions: Total submissions of the users during the subscription period

My recent submissions: latest submissions from the users

Submission overview: month-wise submissions

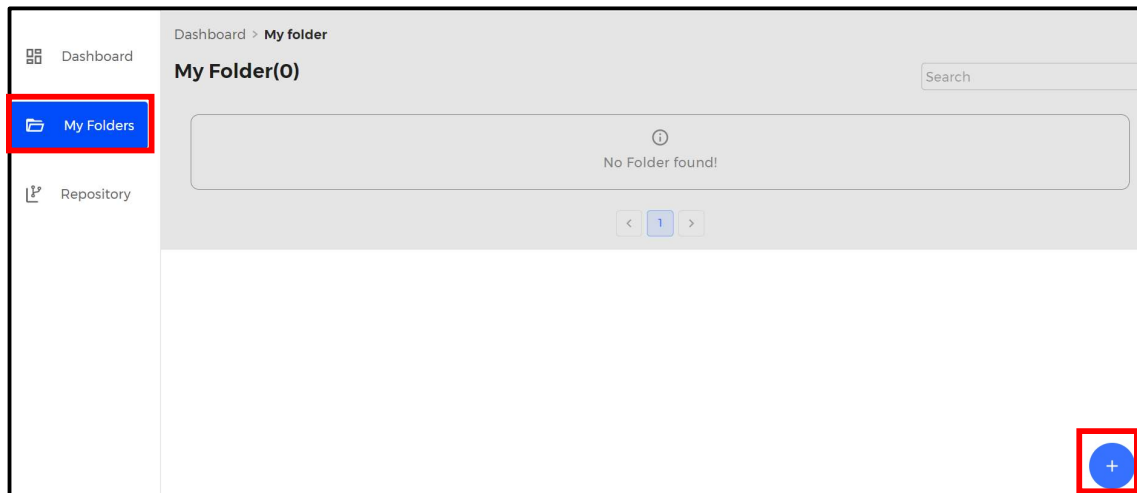
Trend analysis: average similar work and own work of the user submissions



My Folders Tab

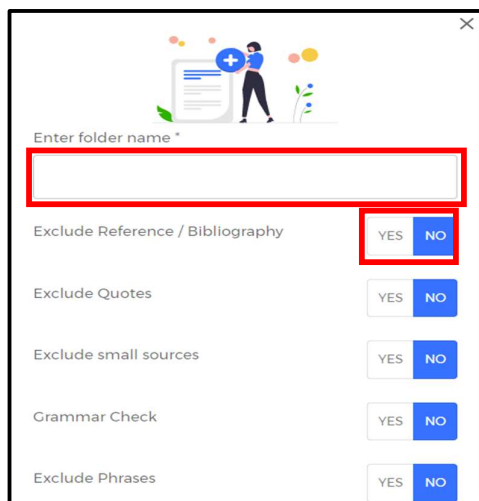
How to create a Folder?

Select "My folders" tab and click on "+" to create a folder



Enter the **Folder name**, Example - CSE, EEE, ECE, Medical, Department names, subject, student, project wise, etc.

Note: Folder name must be between 2 & 99 characters



Choose the **folder settings**

Exclude references/Bibliography – choose “YES” - can exclude/omit references/bibliography content in the plagiarism search

Exclude quotes – choose “YES” - can exclude/omit quotes/citations content in the plagiarism search

Exclude small sources – choose “YES” - can remove/exclude small matches select “YES” – 14 similarity words “NO” – default settings

Grammar checks – it will check for grammar also along with plagiarism if the folder setting option is “YES”.

Exclude phrases – choose “YES” - can exclude standard phrases (set of words) as per the guidelines

Enter text without any punctuation marks, one phrase is a must if you choose “yes”

Valid phrases: Computer science and engineering

Invalid phrases: ‘Computer science and engineering’

Exclude Phrases

YES NO

Enter phrases 1 REMOVE

Enter phrases 2 REMOVE

Enter phrases 3 REMOVE

Enter phrases 4 REMOVE

Enter phrases 5 REMOVE

ADD PHRASES

Select the databases list “YES/NO” to compare against databases.

Compare against databases

Student Papers YES NO

Journals & publishers YES NO

Internet or Web YES NO

Institution Repository YES NO

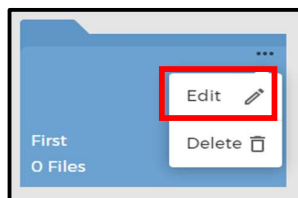
SUBMIT

choose the required options & click on the “SUBMIT”.

How to Edit The folder?

Click on the actions and select the edit icon, can edit the folder name and settings.

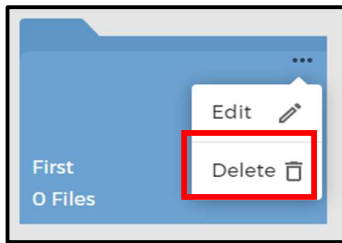
choose “Yes” on the alert message,



How to delete the folder?

Click on the actions and select the delete icon, it will delete the folder permanently, including submissions

choose "Yes" in the alert message,



Note: all the submissions under this folder will be deleted permanently.

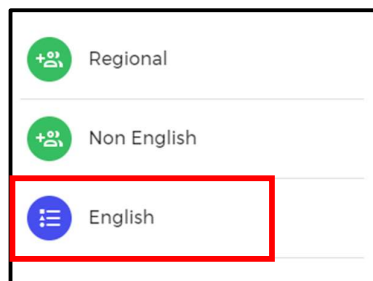
How to upload the files?

To upload the files, select the **folder** and select "+" Symbol.

choose the upload options "English", "non-English", and "Regional".

A screenshot of a 'Submissions (9)' table. The table has columns for Author Name, Paper Title, Original File, Language, Grammar, Similarity, Paper ID, Submission Date, and Action. The 'Action' column contains a trash can icon for each row. A blue '+' button is highlighted with a red rectangular box in the bottom right corner of the table.

	Author Nam...	Paper Titl...	Original F...	Language	Grammar	Similarity	Paper ID	Submission...	Action
<input type="checkbox"/>	Akshay	Aaaa2	↓ Kantara_(f...	English	NA	50%	640205	21-10-2022...	
<input type="checkbox"/>	Really	Aaaa	↓ Lorem ipsu...	Non-Englis...	NA	100%	640202	21-10-2022...	
<input type="checkbox"/>	Dr. Sriniv...	Plagiarism...	↓ Divya thes...	English	NA	36%	638202	17-10-2022...	
<input type="checkbox"/>	Jayanna	Ggfd	↓ RESEARCH P...	English	NA	60%	637263	16-10-2022...	
<input type="checkbox"/>	Jayanna	Dfg	↓ RESEARCH P...	English		NA	632886	09-10-2022...	



Upload English – can submit single file & multiple files

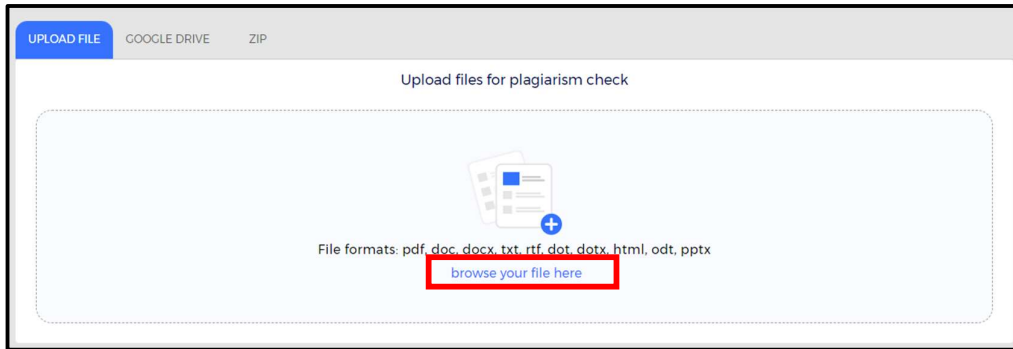
Click on "browse your file here" and select the files from your computer

Single file – to upload a single file

Multiple files – to upload up to 10 files in a single selection

Zip file – to upload up to 20 files in a compressed format

Google drive – to upload larger file.



Single file Upload

Click on “browse your file here” and select the file from your computer
User must enter “Author Name”, “Paper Title”, Select “Document type” from the dropdown

Note: **Supported file types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT

A screenshot of the single file upload form. At the top, there are two checkboxes: 'Grammar Check' (unchecked) and 'Plagiarism Check' (checked). Below the checkboxes, there are three input fields: 'Author Name *', 'Title *', and 'File type *' (a dropdown menu). To the left of the 'Author Name' field, the text '1.txt' is displayed. A red box highlights the 'SUBMIT' button at the bottom center of the form.

Multiple files upload

User can upload “minimum 1 and maximum 10” files.

Click on “browse your file here” and select multiple files from your computer

Enter the fields, author name, title, choose document type” from the dropdown

Click on “Submit” to uploads the files successfully.

A screenshot of the multiple file upload form. At the top, there are three tabs: 'UPLOAD FILE' (active), 'GOOGLE DRIVE', and 'ZIP'. Below the tabs, the text 'Upload files for plagiarism check' is centered. A large dashed-line box contains a document icon with a plus sign. Below the icon, the text 'File formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt, pptx' is displayed. A red box highlights the text 'browse your file here' which is positioned below the file format list. Below the dashed-line box, there are three rows of input fields. Each row has a file name on the left ('1.txt', 'A.txt', 'B.txt'), followed by 'Author Name *', 'Title *', and 'File type *' (a dropdown menu). A red box highlights the 'SUBMIT' button at the bottom center of the form.

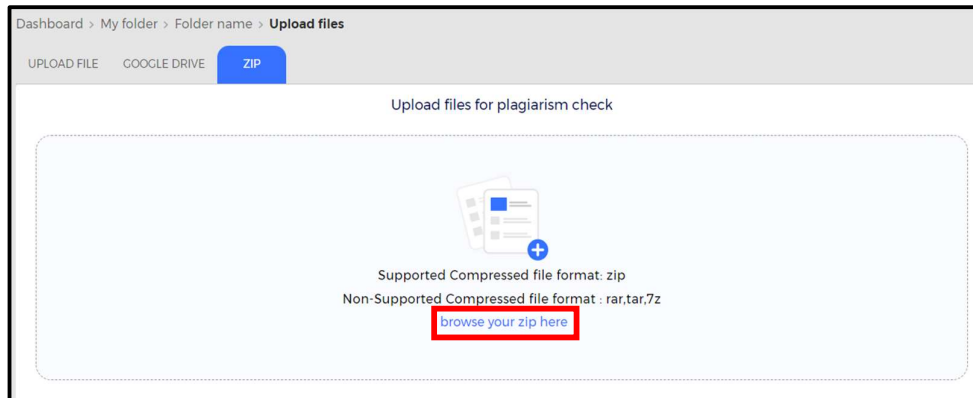
Zip file upload

user can upload a zip file that can contain a maximum of “20 documents”,

The zip file size must be less than “100 MB”.

Supported file type: ZIP.

Choose a file and click on Submit



Google Drive upload

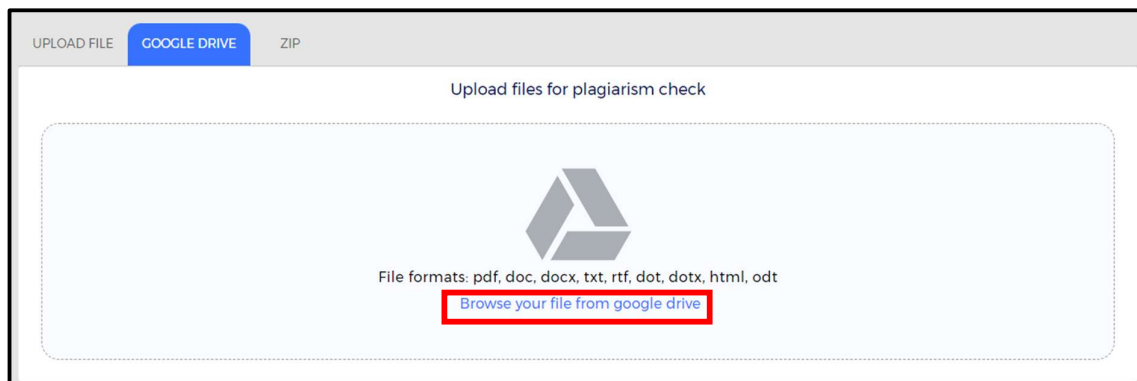
Users can upload the file from a Google drive.

click on "browse your file google drive",

Enter the drive credentials once google authentication is done, user can select the file and click on submit.

After submission, users can see a popup message "file uploaded successfully."

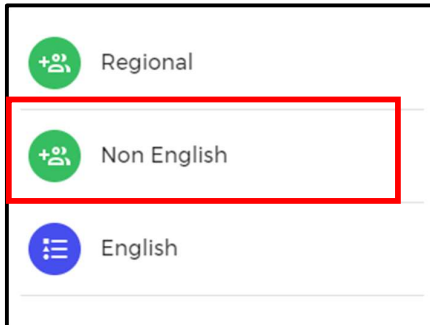
Supported file Types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.



How to upload non-English files?

To upload the non-English files, select the **folder** and select "+" Symbol.

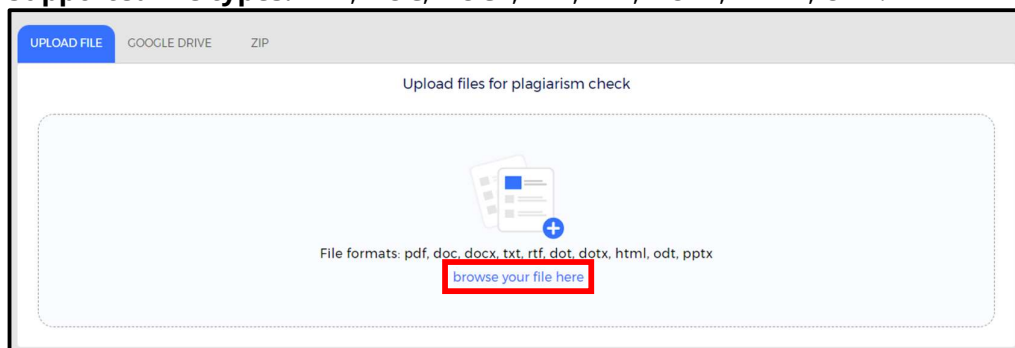
choose the upload options "non-English".



Click on “browse your file here” and select the file from your computer

Allowed Single file submission in non-English

Supported file types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.

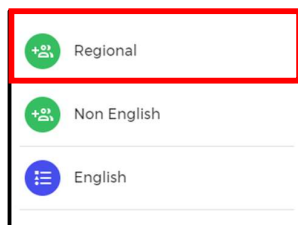


Click on the submit button to upload the file.

How to Upload a Regional language file?

To upload the regional files, click on the **folder** and select “+add” Symbol.

choose the upload options “Regional”.



Click on “browse your file here” and select the file from your computer


Allowed Single file submission in Regional

Enter “Author Name”, “Title”, “File type” “Language”,

Supported file types: DOC, DOCX,

Click on the “submit” button

Upload regional file for plagiarism check



Supported file format: docx
[browse your regional file here](#)

1.txt ✕

1.txt

Author Name *

Title *

File type *

Select Language *

SUBMIT

Submission's page

The users can view submissions inside the folders

1. **Author name:** user or owner of the document
2. **Paper title:** document title entered while submitting
3. **Original File:** original file uploaded by the user, can be downloaded anytime
4. **Grammar:** if applicable, can view & download the grammar report
5. **Similarity %:** plagiarism % of the submitted document
6. **Paper ID:** unique id of each submission for tracking
7. **Date & Time:** document submitted date & time
8. **Action:** document can be deleted from the submission page
9. **Refresh icon:** click on refresh to update the plagiarism % or reload the page.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Jayanna	Test	↓ RESEARCH P...	NA	72%	631527	15-10-2022...	🗑️

Delete Submission/uploaded file

To delete the submission from the folder, click on the delete icon and choose "yes" on the alert message. Note: Deleted submissions/files cannot be restored.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Jayanna	Test	↓ RESEARCH P...	NA	72%	631527	15-10-2022...	🗑️

How to view the result file, analysis page or download the report?

To view/download the report, click on the similarity percentage.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Jayanna	Test	↓ RESEARCH P...	NA	72%	631527	15-10-2022...	🗑️

The screenshot shows a plagiarism detection interface with the following components and callouts:

- Similarity %:** A circular gauge showing a similarity score of 75%.
- Exclude single Sources:** A green button labeled "EXCLUDE" above the matched sources table.
- To view Previous matched content:** A button labeled "PREVIOUS HIGHLIGHT" above the document preview.
- URL to view original source:** A callout pointing to the URL "www.k12academics.com" in the document preview.
- To view next matched content:** A button labeled "NEXT HIGHLIGHT" above the document preview.
- Exclude multiple Sources:** A callout pointing to the "EXCLUDE" button in the matched sources table.
- Include multiple Sources:** A callout pointing to the "INCLUDE" button in the excluded sources table.
- Include single Sources:** A callout pointing to a red circular button with a right arrow next to source 8 in the excluded sources table.
- Matched content:** A callout pointing to highlighted text in the document preview.

Matched Sources Table:

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/>	1 En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/>	2 Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/>	3 En.wikipedia.org Internet Data	5%	▼
<input type="checkbox"/>	4 Arxiv.org Internet Data	3%	▼
<input type="checkbox"/>	5 Www.gutenberg.org Internet Data	1%	▶
<input type="checkbox"/>	6 En.wikipedia.org WEB SITE	1%	▼

Excluded Sources Table:

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/>	7 En.wikibooks.org Internet Data	1%	◀
<input type="checkbox"/>	8 Www.hilarispublisher.com Publication	1%	●

Document Preview Content:

PREVIOUS HIGHLIGHT

1/28

www.k12academics.com

plagiarism may sometimes also form part of a claim for breach of the plagiarist's contract, or, if done knowingly, for a civil wrong.

In academia and journalism

Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion. Some institutions use plagiarism detection software to uncover potential plagiarism and to deter students from plagiarizing. However, plagiarism detection software does not always yield accurate results and there are loopholes in these systems.^[31] Some universities address the issue of academic integrity by providing students with thorough orientations, required writing courses, and clearly articulated honor codes.^[32] Indeed, there is a virtually uniform understanding among college students that plagiarism is wrong.^[32] Nevertheless, each year students are brought before their institutions' disciplinary boards on charges that they have misused sources in their schoolwork.^[32] However, the practice of plagiarizing by use of sufficient word substitutions to elude detection software, known as rogeting, has rapidly evolved as students and unethical academics seek to stay ahead of detection software.^[33]

An extreme form of plagiarism, known as "contract cheating", involves students paying someone else, such as an essay mill, to do their work for them.^[28]

In journalism, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination of employment.^[34] Some individuals caught plagiarizing in academic or journalistic contexts claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation. While plagiarism in scholarship and journalism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier.^[35]

Predicated upon an expected level of learning and comprehension having been achieved, all associated academic accreditation becomes seriously undermined if plagiarism is allowed to become the norm within academic submissions.^[36]

CHAP. I.
OF ROASTING, BOILING, &C.
THAT good Cooks will find fault with teaching upon a Receipt of Cookery, which they never thought upon.
Hannah Glasse's signature at the top of the first chapter of her book, *The Art of Cookery Made Plain and Easy*, 6th Edition, 1758, an attempted defence against rampant plagiarism

NEXT HIGHLIGHT

Exclude & Include Sources Options

User can exclude and include sources if the sources are irrelevant to the subject or users own work

Exclude: select the sources from the matched source list and click on “Exclude” button.

Include: select the sources from the excluded sources list and click on “Include” button.

Alternate Sources

The same content may be available in single source or multiple sources, but the software will detect all the sources and display the highest percentage in the primary source and others are in alternate source list.

77
Similarity %

MATCHED SOURCES

<input type="checkbox"/>	Location	Primary Source	%	Exclude
<input type="checkbox"/>	1	En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/>	2	Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/>	3	En.wikipedia.org Internet Data	5%	▲
<input type="checkbox"/>		En.wikipedia.org Internet Data	5	🌐
<input type="checkbox"/>		En.wikipedia.org Internet Data	4	🌐
<input type="checkbox"/>		2l-apd a two-level plagiasi. Publication.	<1	🌐

Click here to view

Alternate Source list

Matched Sources Navigation

User can click on the source, and it will navigate to matched content in the document. Click on the “NEXT HIGHLIGHT” to view the next matched content in the same page or different pages.

Click on the “PREVIOUS HIGHLIGHT” to view the previous matched content in the same page or different pages.

Matched Content Navigation

User can check the matched source from the matched content by clicking on the highlighted color. The matched source will be highlighted in the sources list.

The screenshot shows the DrillBit plagiarism report interface. On the left, there is a sidebar with a circular progress indicator showing 35% similarity. Below it is a table titled "MATCHED SOURCES" with columns for Location, Primary Source, %, and Exclude. The table lists 10 sources with their respective similarity percentages. A mouse cursor is pointing at the second source, which has a 7% similarity percentage. On the right, there is a document preview titled "Introduction" with highlighted text in blue and green. A mouse cursor is also pointing at the highlighted text in the document.

Location	Primary Source	%	Exclude
1	Published in open access proce...	7%	<input type="checkbox"/>
2	Comparisons between genetic di...	7%	<input type="checkbox"/>
3	Seed phosphorus remobilization...	2%	<input type="checkbox"/>
4	Applicable law to transnationa...	2%	<input type="checkbox"/>
5	Aberrant splicing of a natural...	2%	<input type="checkbox"/>
6	The ecology of the fungi the ...	2%	<input type="checkbox"/>
7	Economic review, september 200...	2%	<input type="checkbox"/>
8	Effects of foot posture on fif...	1%	<input type="checkbox"/>
9	Study on the combustion charac...	1%	<input type="checkbox"/>
10	Multi-stage progressive optima...	1%	<input type="checkbox"/>

Email Notification

User can send the PDF plagiarism report via “email id ”

Enter single email id or up to 10 mail ids. Use keyboard “Enter” to separate the mail ids.

The screenshot shows the DrillBit plagiarism report interface with an email notification form. The form has a title "Email Notification" and a text input field labeled "Enter Email". Below the input field is a "SEND" button. A mouse cursor is pointing at the "SEND" button. The background shows the same interface as the previous screenshot, but with the email notification form overlaid.

QR Code

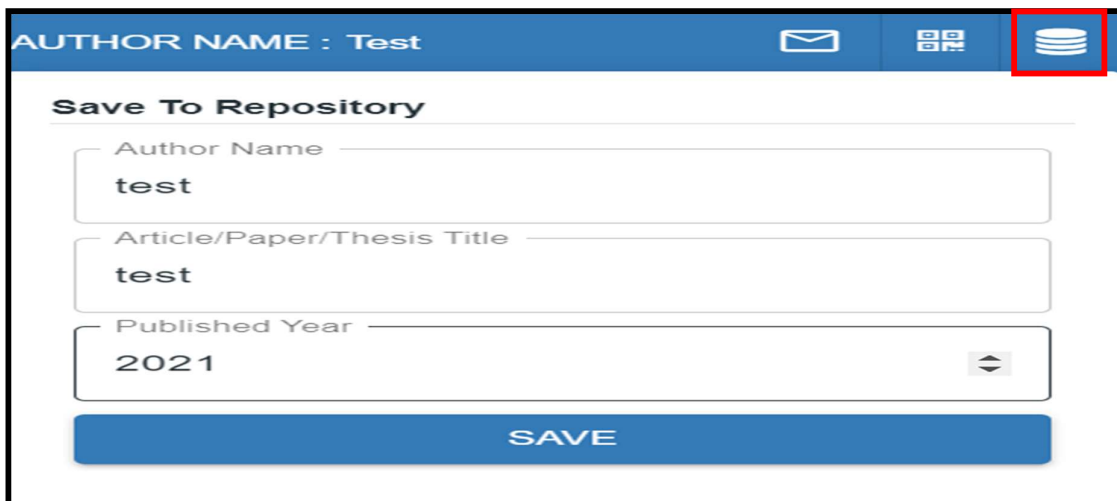
Users can scan the QR Code to view the report on mobile. DrillBit supports portability to download or to view a document just by scanning the QR-Code.



Save To Repository

User can save the file to the institution Repository by click on "Repository icon" and click on the "Save" option.

Note: similarity should be less than 30%.

A screenshot of a mobile application interface for saving to a repository. At the top, there is a blue header bar with the text "AUTHOR NAME : Test" on the left, a white envelope icon in the center, a QR code icon on the right, and a repository icon (three stacked circles) on the far right. The repository icon is highlighted with a red square. Below the header, the text "Save To Repository" is displayed. There are three input fields: "Author Name" with the value "test", "Article/Paper/Thesis Title" with the value "test", and "Published Year" with the value "2021" and a dropdown arrow. At the bottom, there is a blue button labeled "SAVE".

Digital Receipt

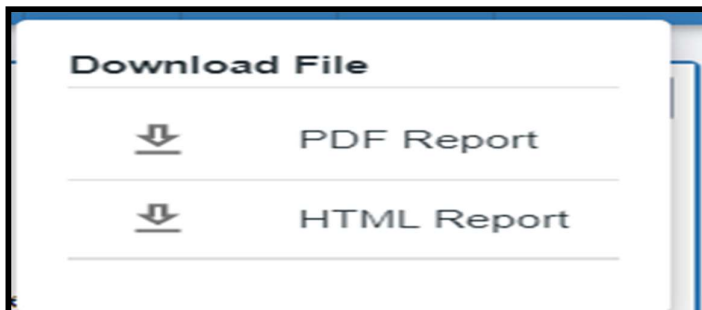
Step1: Users can get the digital receipt by click on the "Digital Receipt" from the header.

Step2: User can select the digital receipt based on the user choice by selecting the given options. (Synopsis, Dissertations, Thesis and Article)

Step3: User can edit few fields and name of signature then click on the "print" option.

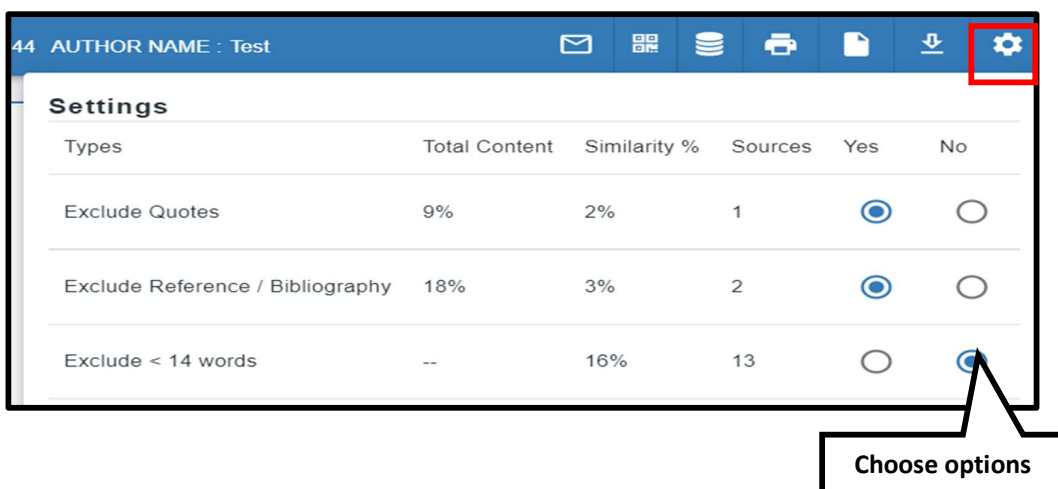
Download Report

To download the report, click on the "Download icon" and can choose the download options "PDF Report" or "HTML Report".



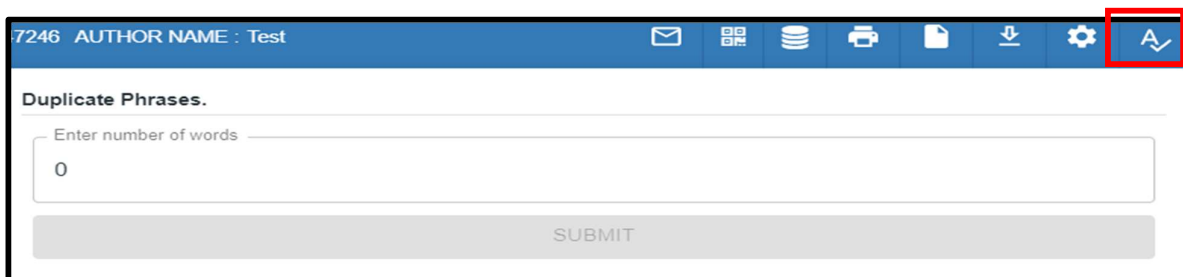
Settings

User can change the settings for the current document, the settings will be applicable for only this document and the sources and similarity % will be updated.



Duplicate phrases

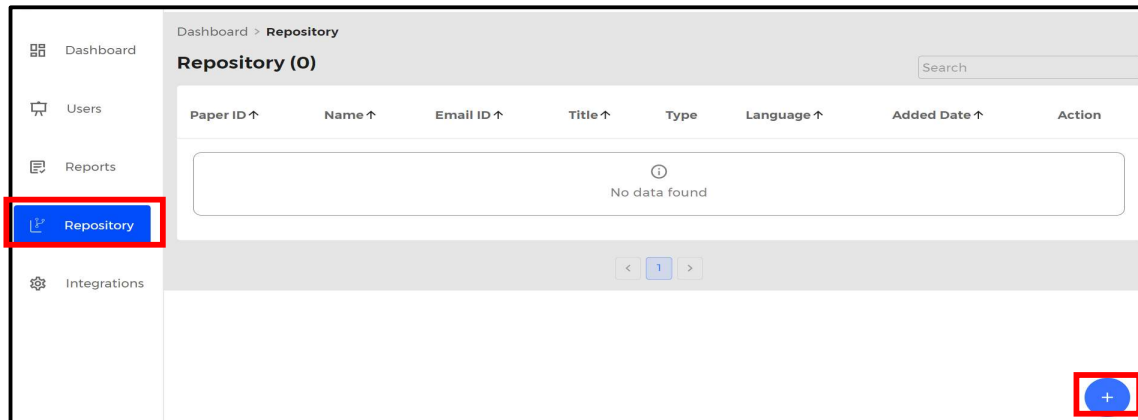
- step1: To view the duplicate phrases in the document choose the "duplicate phrases".
- step2: Minimum 3 words should be selected and a maximum of up to 14 words is applicable.
- Step3: Enter the words limit, click on "submit".
- step4: The number of phrases occurrences in the document will be displayed.



Repository

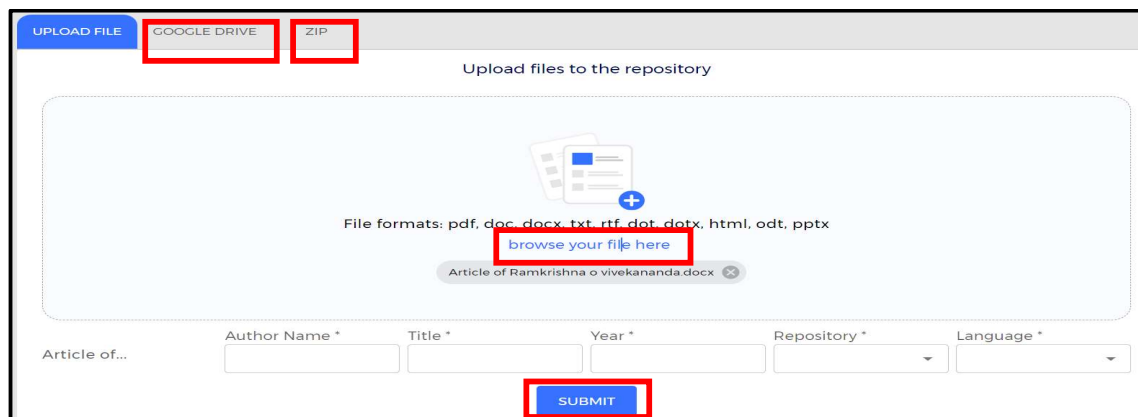
Users can save previous years or old files in the repository to compare current year documents and to avoid duplication within the Institutions.

Select "Repository" tab



Step2: Select the "+add" Tab to upload files to the repository.

Step3: click on "browse your file here" and upload single file, multiple files, zip folder or file from the google drive.



Enter the Author name, title, year, Repository type (Institution/Global), language (English/Non-English)

Click on "SUBMIT" to upload the files.

How to delete files from the repository?

Select the Repository tab.

click on the delete icon against each submission.

Dashboard > Repository

Repository(25)

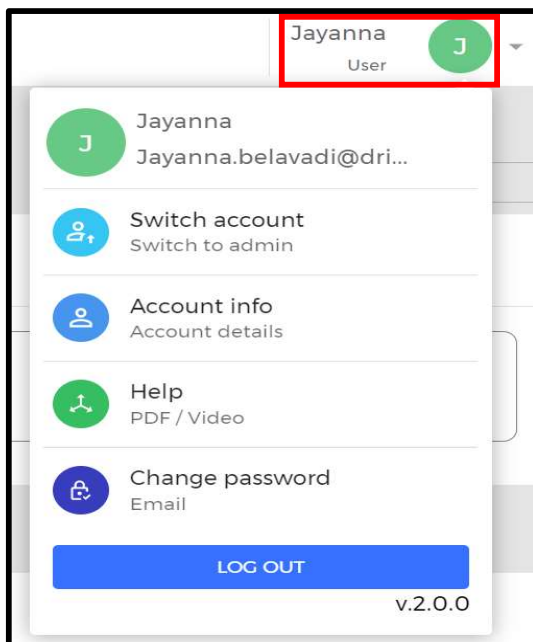
Paper ID ↑	Name ↑	Email ID ↑	Title ↑	Type	Language ↑	Added Date ↑	Action
550438	Manoj Kuma...	Jayanna.be...	Hindi Text...	--	Regional	05-07-2022...	

The files will be permanently removed from the repository within 24 hours.

User profile

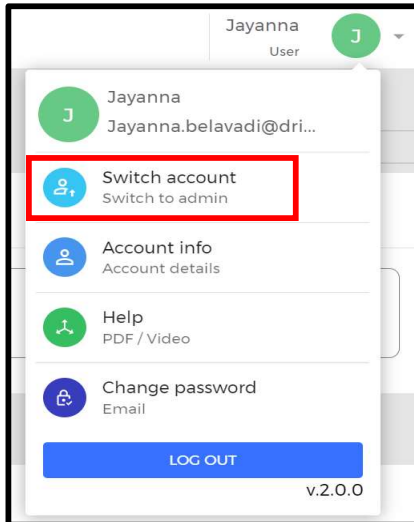
Click on **profile** to view dropdown on the top right corner

1. Switch account – one user can do role switch over to admin role to manage the account
2. Account info – to view complete details of the license
3. Help – to view user guides and tutorials
4. Change password – admin can change the password using this option.



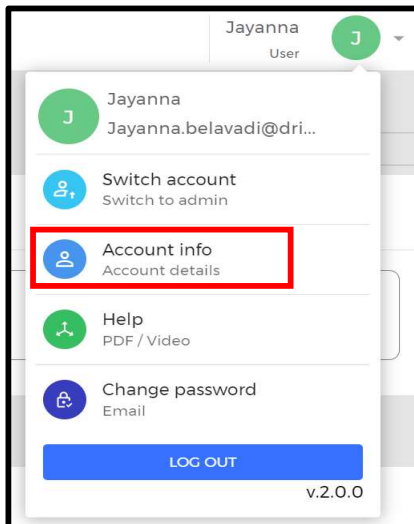
1. Switch account – switch to admin role

user can play a dual role as a user as well as admin to manage the license.



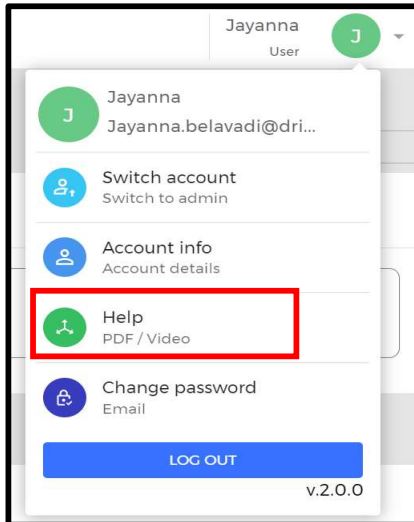
2. How to get my Account information?

user can choose the "Account Info" tab to view complete information about the account.

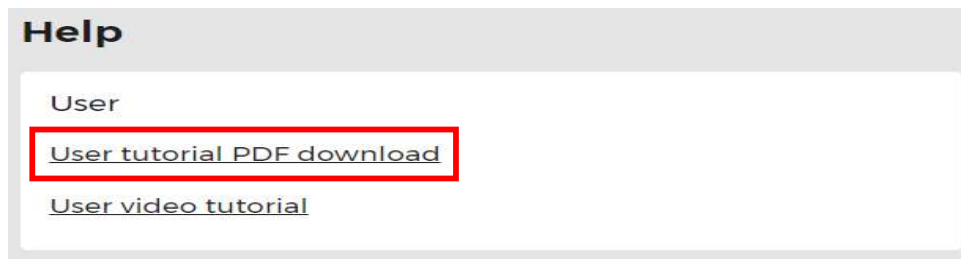


3. How to get Help or access users guides or video t

Click on the help tab to access/download users guides and video tutorials.

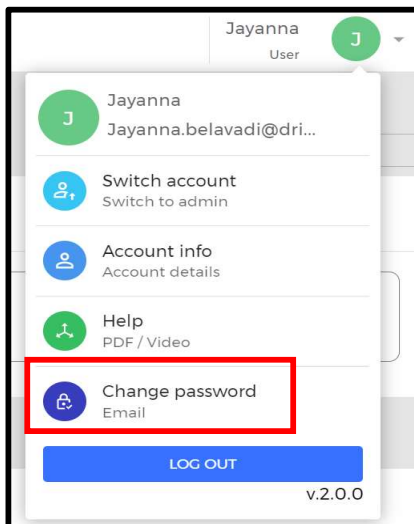


Download the PDF file of manual/guide



4. How to change admin password?

change password by using the “change password”, option on the profile menu.



Enter the old password, enter the new password & confirm the new password, and click on the “change password” icon

Change Password

Old password *

New password *

Confirm password *

CHANGE PASSWORD

The new password will be updated successfully.

How to logout from a DrillBit Account?

Click on the profile, left side top corner and **Logout**